

Tapton
SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

Library Resource Manager

Forge Valley School
Application Pack



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Registered office: England and Wales. VAT Number: 134392225.



Forge Valley School

↑
Reception

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A Message from our CEO



David Dennis
Chief Executive Officer

Thank you for your interest in joining Tapton School Academy Trust.

Through clear leadership and governance we plan to support and improve outcomes across all of our schools, transforming all our learners and becoming an outstanding Trust.

Engagement with every family is the touch stone for our work, ensuring a culture of high trust, common values, low threat and a shared moral compass. At the heart of all our endeavours is outstanding teaching, high quality learning and effective support for individual needs.

We employ over 900 staff and work hard to foster the right conditions to make the Trust a great place to work. We know that our staff are our greatest resource, and put in place support and opportunity to enable colleagues to progress within the Trust and reach their full potential.

Thank you again for your interest in joining us and the best of luck with your application.

A Message from our Headteacher



Dale Barrowclough
Headteacher

Thank you for your interest in joining Forge Valley School, a member of the Tapton School Academy Trust.

Our vision is that Forge Valley School is a safe, inclusive learning community where pupils and staff learn and thrive together. Forge Valley's ethos is based upon everyone striving to become their very best.

As a school we believe that ambition and endeavour provide our pupils with the mind-set needed, not only to succeed academically, but in adult life in an ever-changing modern world. Our pupils are encouraged to become independent thinkers, develop foresight and believe that with hard work and resilience, they can achieve their dreams. We are an inclusive school which works hard to provide stimulating learning experiences for all our pupils, who are seen as individuals. We work tirelessly to provide a nurturing environment which protects childhood and prepares for adulthood. Everyone at Forge Valley is part of our community, which is founded on empathy, respect, tolerance and equality.

Success at Forge Valley is not just measured in terms of academic performance. We aim to develop our pupils into reflective, confident, innovative, morally grounded, ambitious and resilient individuals ready to take their part in a dynamic and diverse 21st century.

Thank you again for your interest in joining us and the best of luck with your application.

About Tipton School Academy Trust

Tipton School Academy Trust was formed in 2011 and has grown to 9 schools, 5 primary and 4 secondary, providing learning to over 7,500 learners from 2 – 18 and employing over 900 staff.

Children joining the Trust have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, and leave our schools fully prepared for successful lives.

Our Vision

To realise the life chances and dreams of every child.

Our Mission

To provide a safe place to be; provide great teaching and learning; create an environment where all opportunities are in reach.

Our Values

- A culture of professionalism
- A focus on nurture as well as achievement
- Involvement of the family and wider community in everything we do
- Make visible those who feel invisible through disability, poverty, ethnic or cultural disadvantage
- Mutual support and development
- The health, well-being and safety of all our people.

Our ways of working

- Schools sign up to our 'Mission, Vision and Values' and collaborative ways of working
- Schools collaborate 'in partnership for excellence with TSAT'
- Each has something to bring to the table and can lead on this
- Schools retain their identity and are part of something special
- Differentiated solutions according to support needs
- Mentoring, coaching, directing
- A clear scheme of delegation and decision making to ensure that all our children get the best educational experience.

Our Strategy

The Trust Board are responsible for the schools within the Trust and determine the mission, vision and MAT improvement strategy. Local context and community links are provided by Local Governing Boards.

Our strategic objectives sit within 4 key aims:

Aims	Objectives
Effective Schools	<ul style="list-style-type: none">• Securing high levels of attendance and low levels of persistent absence• Ensure safeguarding policies and practices operate effectively• Build relationships further between schools and vulnerable families• Further focus on vulnerable learners to reduce suspensions and exclusions• Close the attainment gap between disadvantaged learners and other learners.
Outstanding Outcomes	<ul style="list-style-type: none">• Improving the quality of education in each school• Provide learning in every classroom for every learner that is at least good and addresses each learners need• Continue to develop a Trust in which learners achieve high rates of progress.
Sustainable Trust	<ul style="list-style-type: none">• Actively communicate and engage with all stakeholder groups• Continue to ensure best value and use of all resources• Develop revenue raising opportunities• Future proofing buildings and facilities.
A Great Place to Work	<ul style="list-style-type: none">• Continue to build capacity through cross Trust collaboration and support. With an emphasis on improving workload and subject level collaboration to further develop common approaches• Develop a Trust talent management plan. Continue to create opportunities for staff to develop and gain further experience• Develop a succession plan with an emphasis on executive leadership• Further develop our approach to staff wellbeing.

Further information about the Trust, including full governance structure and current performance, is available in our [Annual Report and Accounts](#).

TSAT Schools

Bradfield [Bradfield School - Home](#)

Bradfield is an 11-16 school with around 1100 students, situated in beautiful Peak District surroundings. Our vision is **'where all people thrive'** and we strive to deliver an education that supports students to fulfil their potential, and to be successful, confident people who are equipped to explore what life and the world have to offer.

Our belief is that school should be a fun place to be – where the activities, teaching and facilities foster enthusiasm, enjoyment and strong relationships. Happiness and success at school are closely related and so most of all we want our students to be happy to come to school.

Chaucer [Home - Chaucer School](#)

Chaucer school is an 11-16 school based in the North of Sheffield. Performance is rapidly and continually improving and we place a very strong emphasis on achieving well in the subjects of English, Maths and Science.

Each student is unique and precious to us, and is equally valued for their culture and contribution. Our positive reputation for achievement, care and Positive Discipline is well established. High expectations are instilled in all our students from the start of their time at Chaucer. These include hard work, self discipline, courtesy and respect.

Forge Valley [Forge Valley - Home](#)

Forge Valley is a safe, inclusive learning community where students and staff learn and thrive together. Our ethos is based upon **everyone striving to become their very best.**

As a school we believe that ambition and endeavour provide our students with the mind-set needed, not only to succeed academically, but in adult life in an ever changing modern world. Success at Forge Valley is not just measured in terms of academic performance. We aim to develop our students into reflective, confident, innovative, morally grounded, ambitious and resilient individuals ready to take their part in a dynamic and diverse 21st century.

Tapton [Tapton School - Home](#)

Tapton is an 'outstanding' 11-18 school (Ofsted 2012) with around 1700 students, including a sixth form of around 500. Our ethos of **Valuing Everyone, Caring for Each Other and Achieving Excellence** underpin everything that happens in our school.

We believe that education should have a positive impact on all students. We aspire to improve the life chances and dreams of all our students through ongoing progress and improvement in learning.

Students are treated as individuals. We recognise and celebrate different abilities, aptitudes and interests and believe that everyone can develop through dedication and hard work. We aim high. Our aspiration is to have the best behaviour, conduct and manners of any school in the country, whilst recognising that children learn and grow at different rates as they become responsible citizens.

The Role

Library Resource Manager

Grade 5 - £27,803 to £30,296 (pro-rata)

Required for Easter 2024

Forge Valley School is an 11-18 Academy sponsored by Tapton School Academy Trust. We are an Ofsted "Good" school with the ambition and capacity to improve further. The school serves over 1500 pupils and since the school's reputation goes from strength to strength, the number of pupils at Forge Valley School is expected to rise further.

Our key strength is our staff who are committed to ensuring all pupils become the best they can be. Although we work as a team, we recognise each member of staff as an individual and offer bespoke CPD and support. Above all, we are a team that enjoys working here at Forge Valley School; who are supportive, approachable and ambitious for each other and ourselves.

We are seeking to appoint a Library Resource Manager. The ideal candidate will be proactive and confident, have excellent organisational and communication skills and be able to work unsupervised. The applicant will be responsible for developing strategies that encourage academic departments to ensure that this vibrant, dynamic resource is embedded in teaching and learning, and is used as a driver for independent learning, wider reading and reading for pleasure.

Salary Range:	Grade 5 - £27,803 to £30,296 (pro-rata)
Responsible To:	Assistant Headteacher – Teaching & Learning
Responsible For:	N/A
Hours of Work: Weeks per year:	37 40
Holidays:	
Benefits:	<ul style="list-style-type: none">• SYPA Scheme• Salary Sacrifice Car Scheme• Cycle to Work Scheme• Discounted membership for Westfield Health• Occupational Health• Wellbeing Programme• Continuous CPD and Training• access to an on-site gym which is free to staff members• a modern, £27 million, state of the art working environment

Responsibilities

Strategic Aim – A Great Place to Work

Strategic Aim – Sustainable Trust

Strategic Aim – Outstanding Outcomes

Strategic Aim – Effective Schools

The Person

The successful candidate will demonstrate the following:

Minimum Essential	Method of Assessment
Skills /Knowledge	
Understanding of relevant policies/codes of practice and awareness of relevant legislation	Application Form, Interview
A basic understanding of data protection and copyright regulations.	Application Form, Interview
Be a confident communicator and show evidence of excellent customer service	Interview
Ability to self-evaluate learning needs and actively seek learning opportunities	Interview
Ability to relate well to children and adults	Interview
Effective use of ICT to support learning	Interview
Has speaking and listening skills to extend language in discussion	Interview
Can manage the behaviour of pupils in a reasonable manner	Application Form, Interview
Has a caring positive attitude towards pupils welfare	Interview
Good organisational skills	
Has an awareness of pupils with special educational needs	interview
Can maintain trust and confidentiality where appropriate	Interview
Can complete and maintain pupils records	Interview
Experience, qualifications, and training (if any)	
Have at least two years' post-qualification library experience in an academic / legal library or information service	Application Form
Previous related experience (minimum 2 years) eg working in a school/college/HE or public library.	Application Form
First aid training as appropriate	Application Form
Experience working with or caring for children of relevant age	Application Form, Interview
Good numeracy/literacy skills	Application Form, Interview
Work related circumstances	
Can allocate some contractual time to after school staff meetings when appropriate	Application Form, Interview
Can allocate some contractual time to the whole of, or part of, staff training days when appropriate	Application Form, Interview
Can maintain personal presentation that sets high standards for the pupils	Application Form, Interview
Can work within the spirit of Forge Valley School Policies to do with Equal opportunities, Safeguarding, Health & Safety, Finance etc.	Application Form, Interview



How to apply

Applications for this role are via the TES website.

For further information or to visit the school, please contact:-

Lorna Jennings – PA to Headteacher

Forge Valley School, Wood Lane, Sheffield, S6 5HG

Telephone: 0114 234 8805

Email: applications@forgevalley.sheffield.sch.uk

or go to www.forgevalleysheffield.org/recruitment

Closing date: 14 March 2024

Shortlisting: 15 March 2024

Interviews: TBC

Please note:

- References for short-listed candidates will be requested before the interview.
- Successful applicants will be required to undertake a DBS Enhanced Disclosure check.